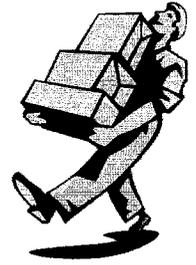




# Glenn County

## Office Safety Checklist



### Office Furniture and Equipment

- \_\_\_\_\_ Office furniture, equipment and electrical appliances are arranged to obtain maximum safety and use of installed facilities, such as overhead lighting, wall outlets, telephones and other services.
- \_\_\_\_\_ Desks, file cabinets, etc. are arranged so that drawers do not open into aisles or walkways. Desk and file drawers are closed after use.
- \_\_\_\_\_ Weight is distributed in file cabinets so that upper drawer contents do not create a top heavy condition. (Always file from the bottom up.)
- \_\_\_\_\_ Cabinets, bookcases, and shelves are secured to the building surfaces to prevent their falling over.
- \_\_\_\_\_ Faulty desks, chairs or other office equipment are repaired or taken out of service.
- \_\_\_\_\_ Adequate and sufficient lighting is provided in all working areas.
- \_\_\_\_\_ Paper cutter blades are in locked position when not in use.
- \_\_\_\_\_ Knife blades have guards when not in use.

### Aisles and Floors

- \_\_\_\_\_ Aisle clearance is adequate for two-way traffic and for unobstructed access to all parts of the office and building.
- \_\_\_\_\_ Office arrangement allows easy egress under emergency conditions.
- \_\_\_\_\_ Wastebaskets, briefcases, or other objects are placed where they are not tripping hazard.
- \_\_\_\_\_ Floors are clear of pencils, bottles, and other loose objects.
- \_\_\_\_\_ Tripping hazards from electrical cords, phone outlets, or other protrusions on the floor are prevented by arrangement of furniture or other means.
- \_\_\_\_\_ Floors are free of loose tiles and projections that create a tripping hazard.
- \_\_\_\_\_ Carpeting is in good condition and not badly worn or torn.